

# **supplies checklist for each panel presentation**

- ☐ Tissues for panel table
- ☐ Water container and cups for panel table
- ☐ Evaluation forms
- ☐ Optional pre and post-tests, offender question sheets
- ☐ Sign-in sheets
- ☐ Pens and pencils
- ☐ Receipt books
- ☐ Certificates of attendance
- ☐ Cash box and change
- ☐ Bank bag, organizational stamp and pad, and deposit slips
- ☐ Donation boxes
- ☐ MADD membership brochures/red ribbons
- ☐ Adhesive tape
- ☐ Directional signs
- ☐ Do Not Disturb signs
- ☐ Sign for latecomers indicating number to call
- ☐ 3-minute & 1-minute signs for speakers
- ☐ Office supplies - scissors, stapler, paper clips, sticky notes, etc.